



CDSS
CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

OPEN EXAMINATION FOR CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

SENIOR LEGAL TYPIST

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST	Sacramento, Oakland, and Monterey Park
WHO SHOULD APPLY	Persons who meet the minimum qualifications as stated. This is an open examination. Applications will not be accepted on a promotional basis. Career credits will not be granted.
HOW TO APPLY	Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
APPLICATION DEADLINE	FINAL FILING DATE: JUNE 28, 2006 Applications (STD 678) must be P O S T M A R K E D no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. Please indicate the examination title on your application. Applications received without an examination title will not be accepted and the application will be returned to the sender.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	Range A \$2419 - 2941 Range B \$2704 - 3285 Range A This range shall apply to incumbents who do not meet the criteria for payment in Range B. Range B This range shall apply to incumbents who have satisfactorily completed either: 1. One year of experience in California state service performing the duties of a Senior Legal, Typist, Range A; or 2. Two years of experience in typing and clerical work, at least one year of which shall have been in work of a legal nature requiring the preparation of a wide variety of legal correspondence, petitions, briefs, motions, depositions, and various legal notices and forms. [(a) Academic education above the twelfth grade may be substituted for the year of required general experience on the basis of either (1) one year of general education being equivalent to three months of general experience; or (2) one year of education of a business or commercial nature being equivalent to six months of general experience; or (b) completion of a certified legal secretarial program (minimum of 30 semester units) in an accredited college; or completion of a certificated Legal Secretary Program (minimum of 36 weeks and 900 hours) in a business school accredited by the Accrediting Commission of the Association of Independent Colleges and Schools may be substituted or one year of the required legal work experience.]
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held in August/September 2006. Ordinarily, these are scheduled in Sacramento, Oakland, and Monterey Park. However, locations of interviews may be changed as conditions warrant.

S E E R E V E R S E S I D E F O R A D D I T I O N A L I N F O R M A T I O N

SENIOR LEGAL TYPIST
CC45-3224

FINAL FILING DATE: JUNE 28, 2006
EXAM CODE: 6BP20

**ELIGIBLE LIST
INFORMATION**

A departmental "Open" list will be established for the Department listed above. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION
DESCRIPTION**

Under general supervision, in either a secretarial capacity to one or more attorney(s) or in a typing pool; perform legal typing and clerical work which may involve transcribing dictation from a dictating machine and performing related office work required in preparing and processing a wide variety of legal documents for an attorney or a legal staff; and do other related work.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

NOTE: It is your responsibility to make sure you meet the minimum qualification requirements for this examination by the final filing date. Your signature on your application indicates that you read, understood, and possess the basic qualifications required.

Either I**MINIMUM
QUALIFICATIONS**

Experience: One year of experience in typing and clerical work, at least six months of which shall have been in work of a legal nature requiring the preparation of legal correspondence, petitions, briefs, motions, depositions, and various legal notices and forms. Academic education above the twelfth grade may be substituted for six months of the required general experience on the basis of either one year of general education being equivalent to three months of general experience; or one year of education of a business or commercial nature being equivalent to six months of general experience.

Or II

Completion of a certificated legal secretarial program at either a regionally accredited college or business school approved by the Bureau of Private Postsecondary and Vocation Education and accredited by the Accrediting Council for Independent Colleges and Schools may be substituted for all of the required general and legal work experience.

NOTE: The ability to type at a rate of 45 words per minute is required at the time you complete your application; you will be required to certify your ability to type 45 words per minute.

**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

Scope:

A. Knowledge of:

1. Technical legal terms and various legal forms and documents and their processing.
2. Modern office methods, supplies, and equipment.
3. Business English and correspondence.

B. Ability to:

1. Type at a speed of 45 words per minute.
2. Read and write English at a level required for successful job performance.
3. Establish and maintain effective working relationships.
4. Prepare correspondence independently.
5. Perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use good English, and make arithmetic computations.
6. Transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine.
7. Communicate effectively.
8. Follow directions.
9. Analyze situations accurately and take effective action.

**SPECIAL
PERSONAL
CHARACTERISTIC**

A demonstrated interest in assuming increasing responsibility.

**ADDITIONAL
DESIRABLE
QUALIFICATION**

Education equivalent to completion of the twelfth grade.

**VETERANS
PREFERENCE**

Veterans preference credit will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which became effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. (See General Information regarding veterans preference credits.)

(CONTINUED ON NEXT PAGE)

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the first two pages, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other pages of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, Fresno, Los Angeles, and San Diego. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

C A L I F O R N I A D E P A R T M E N T O F S O C I A L S E R V I C E S

P. O. Box 944243

SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929

From voice phone: 1-800-735-2922

TTY telephone Number: Sacramento (916) 653-5457; CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.